



## Login To E-Grants

### **What is E-Grants?**

E-Grants is a web-enabled system for K-12 education that supports the grant application process from allocation of funds and application for funding through payment accountability, reporting to the grantor and grant closeout for both state and federal grants. E-Grants is accessible to all Local Education Agencies (LEAs) and other subgrantees via the Internet without need for installing any special software or hardware.

### **Setup your E-Grants Account**

To request an E-Grants user account, please fill out the following forms, have them signed by the district's authorized representative and fax or mail them to OPI.

- E-Grant Account Request Form – Request the OPI to create or delete district users.  
[http://opi.mt.gov/PDF/ITProjects/EGrants/EGrant\\_Account\\_Request.pdf](http://opi.mt.gov/PDF/ITProjects/EGrants/EGrant_Account_Request.pdf)
- Security Coordinator Form – Allows the district to assign a security coordinator. The role of the LEA Security Coordinator is to manage user accounts for the AIM and E-Grants systems.

[http://opi.mt.gov/PDF/ITProjects/SecurityCoordinator\\_App.pdf](http://opi.mt.gov/PDF/ITProjects/SecurityCoordinator_App.pdf)

LEA Security Coordinators can become more familiar with this process by reviewing our E-Grants Security Coordinator Instructions.

<http://opi.mt.gov/PDF/ITProjects/EGrants/E-GrantsSecurityInstrV2.pdf>

The district will be notified by OPI after an E-Grants account has been created. Once notification has been received, the LEA E-Grants Security Coordinator assigns security roles for the account.

- LEA E-Grants Security Form for Application Roles – Allows the Authorized Representative (AR) to assign roles for individuals accessing E-grants on behalf of the LEA. This form is for LEA use and must be kept on file for audit purposes.

[http://opi.mt.gov/PDF/ITProjects/EGrants/LEA\\_Security\\_Form.pdf](http://opi.mt.gov/PDF/ITProjects/EGrants/LEA_Security_Form.pdf)

The E-Grants logon page is located on our web page at <http://opi.mt.gov/ITProjects/E-Grants.html> or by clicking on <https://egrants.opi.mt.gov/OPIGMSWeb/logon.aspx>. Enter your E-Grants User ID, password and click on Logon.

The screenshot shows a Microsoft Internet Explorer browser window with the title "MTW GMS - Grants Management System - Microsoft Internet Explorer". The address bar displays "https://egrants.opi.mt.gov/OPIGMSWeb/logon.aspx". The page content includes the "OPI E-Grants System" header, a "Logon Page" label, and a "Welcome to the Office of Public Instruction (OPI) E-Grants System" message. A red rectangle highlights the login fields: "User ID:" and "Password:", each followed by a text input box. Below these fields are two buttons: "LOGON" and "Public Access". A link for "Instruction" is visible in the top right. At the bottom, there is contact information for Linda McCulloch, Superintendent, and a disclaimer about equal employment opportunity.

**OPI E-Grants System**

Logon Page [Instruction](#)

**Welcome to the Office of Public Instruction (OPI)  
E-Grants System**

Please enter your user ID and Password

User ID:

Password:

**LOGON**

**Public Access**

See the Instructions for supported browsers and optimal screen resolution settings.

Powered by **MTW Solutions** Grant Management System

The Montana Office of Public Instruction, Linda McCulloch, Superintendent • P.O. Box 202501 Helena, Montana 59620-2501  
In-State Toll-Free 1-888-231-9393, Local (406) 444-3095

The Office of Public Instruction is committed to equal employment opportunity and nondiscriminatory access to all our programs and services, and will take necessary and appropriate steps to insure that the workplace and OPI programs and services are free of discrimination and sexual harassment. For information or to file a complaint, contact Kathy Bramer, OPI Title IX/EEO Coordinator at 406-444-3161 or KBramer@mt.gov.

Done Local intranet

After successfully logging into E-Grants the OPI E-Grants System Menu List screen shown below will be displayed.

Clicking Sign Out (blue circle) will log you out of E-Grants.

